



**King County**  
**PROJECT/PROGRAM MANAGER II**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**FINANCE AND BUSINESS OPERATIONS DIVISION**  
**BENEFITS AND RETIREMENT OPERATIONS SECTION**  
**BENEFIT AND HEALTH INFORMATION PROJECT**  
**Hourly Rate Range: \$25.26 – \$32.02**  
**Job Announcement: 04LW4502TLT**  
**OPEN: 8/16/04      CLOSE: 8/30/04**

**WHO MAY APPLY:** This term-limited temporary position is estimated to last for approximately 31 months. This position is open to King County employees and the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **[HR.FBOD@metrokc.gov](mailto:HR.FBOD@metrokc.gov)**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume, a written response to the supplemental questionnaire on this announcement and letter of interest describing your accomplishments in the types of work listed in the Primary Job Duties section below. By “accomplishments” we are looking for specific actions you have taken and results you achieved in areas listed under the primary job duties and qualifications. **NOTE:** Should you be selected for an interview, samples of VISIO process documentation, PowerPoint presentation, and project documentation will be requested at that time. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

**WORK LOCATION:** Exchange Building – 821 2<sup>nd</sup> Avenue, Seattle, WA 98104

**WORK SCHEDULE:** This position is not exempt from the provisions of the Fair Labor Standards Act, and therefore is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday. This is a 40-hour workweek, Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:** The incumbent will be the primary support for a complex project tasked with implementing new benefit plans in King County including an on-line enrollment system. Duties are; tracking the budgets, project schedule and documentation for the Benefit and Health Information Project. Position requires proven experience using project management tools and templates and includes performing a range of duties from moderately complex analytical and research work to administrative support for a team and two project leaders. Specific duties include:

- Monitor time and budgets for both internal and external project members
- Track project expenses, supply budget reports
- Captures and validate requirements for documentation
- Maintain process evaluation and documentation

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- Enter data into databases for tracking project requirements, issues, actions, and project changes
- Maintain and update MS project plans
- Responsible for preparation and maintenance of status reports, issues and action logs
- Create detailed VISIO process flows, including flowcharting, diagramming, and composing technical information
- Researches, gathers, and organizes project documentation using project management templates
- Maintain plans and schedules for supporting projects
- Responsible for producing high-quality printed materials, including project presentation and exhibits
- Handles mailings and distribution of project materials
- Participate as a team member in countywide projects and as assigned lead of subtasks or smaller projects with these projects
- Assist other team members in researching and interpreting project assignments
- Perform administrative functions to support the team and leads

***REQUIRED QUALIFICATIONS:***

- Minimum 3 years of high level administrative experience in a complex project.
- Intermediate level proficiency in using Excel, Access, Word, VISIO, PowerPoint and Outlook software is required.
- Excellent analytical, organizational and project management skills and the ability to approach work with a process orientation.
- Knowledge of process documentation methodology and application of change management protocols.
- Strong written and oral communications and presentation skills.
- Experience in handling a number of large, complex, multi-million dollar projects or tasks simultaneously in a work environment with constantly changing priorities.
- Effective in identifying and documenting user requirements.
- Proven ability to communicate effectively, both orally and in writing.
- Strong interpersonal, relationship-building, team-building, listening, conflict resolution, and group facilitation skills
- Experience defining and monitoring the day-to-day activities of concurrent development project efforts.

***DESIRABLE QUALIFICATIONS:***

- Previous experience in Human Resources and familiarity with employee benefit plans.

***UNION MEMBERSHIP:*** Teamsters Local 117 Professional and Technical Employees.

***CLASS CODE: 2441200***

## **SUPPLEMENTAL QUESTIONNAIRE**

### **Project/Program Manager II**

**Job Announcement No.: 04LW4502TLT**

1. Please describe your work experience as a project assistant. Provide description, size and your role of the project.
2. What project management tools are you most familiar with? How proficient are you in using these tools?
3. What characteristics do you think a project assistant must have to be successful in supporting a high stress and complex project?
4. How do you get your team members to provide project status and schedule updates to you?